

## **Format for Project Final Report**

**I.** Report Title, Author, Organization, Grant Number, Date

**II.** Abstract

A brief (one paragraph) description of the Final Report

**III.** Executive Summary

A brief and succinct summary of Final Report.

**IV.** Purpose

A. Detailed description of any problems or impediments of research project that were addressed

B. Objectives of the project.

**V.** Approach

A. Detailed description of the work that was performed.

B. Project management: List individuals and/or organizations actually performing the work and how it was done.

**VI.** Findings

A. Actual accomplishments and findings.

B. If significant problems developed which resulted in less than satisfactory or negative results, they should be discussed.

C. Description of need, if any, for additional work.

**VII.** Evaluation

A. Describe the extent to which the project goals and objectives were attained. This description should address the following:

1. Were the goals and objectives attained? How? If not, why?

2. Were modifications made to the goals and objectives? If so, explain.

B. Dissemination of Project results:

Explain, in detail, how the projects results have been, and will be, disseminated.

**COP Project Final Report**

## NOTICE

Subsequently, all NOAA COP recipients with approved grants will be asked to file a COP Project Final Report in the specified format upon expiration or termination of grant support. Consistency in reporting requirements for competitive research grant programs is desirable and this is behind COP's efforts in proposing a standardized format. The use of the Project Final Report format will provide the level of detail required to evaluate the effort invested by investigators and staff on project management; any actual accomplishments and research findings; and what goals and objectives were attained. The proposed final report format is compatible with the format in use by other agencies that participate in joint projects with COP, e.g. the National Science Foundation.

Public reporting burden for this collection of information is estimated to average 600 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the National Ocean Service, CSCOR/COP Office, 1315 East-West Highway, Silver Spring, MD 20910. Grant files are subject to the Freedom of Information Act (FOIA). Confidentiality will not be maintained--the information will be made available to the public. However, unpublished research results shall not be published without prior permission from the recipient.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.